



## Regional Supervisor - ADC

### Details

**Job ID :** 464

**Title :** Regional Supervisor - ADC

**Job Code :** 1106

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

### Job Departments

- Drug Court

### Purpose

RESPONSIBLE FOR SUPERVISION OF FIELD STAFF, WITHIN AN ASSIGNED REGION, IN ORDER TO ASSURE COMPLIANCE WITH COURT OF JUSTICE POLICIES.

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- TRAVEL STATEWIDE
- COMMUNICATION SKILLS

### Job Preferred Knowledge

- CAD/C
- PREVIOUS DRUG COURT EXPERIENCE PREFERRED

### Job Duties

- SITE VISITS AT LEAST ONCE A QUARTER
- ACTS AS LIAISON BETWEEN DRUG COURT STAFF, JUDGE AND DRUG COURT TEAM
- INTERVIEWS AND RECOMMENDS HIRING OF NEW STAFF
- SUPERVISES, EVALUATES AND SUGGESTS IMPROVEMENTS TO ASSIST STAFF
- CONDUCTS ON-THE-JOB TRAINING AND ASSISTS WITH OTHER TRAININGS
- PREPARES FIELD REPORTS
- REVIEWS AND MONITORS TIME SHEETS, TRAVEL VOUCHERS AND PROGRAM STATISTICS
- INVESTIGATES PERSONNEL ISSUES, MAKES RECOMMENDATIONS AND IMPLEMENTS SOLUTIONS
- TRAVELS STATEWIDE
- OTHER DUTIES AS ASSIGNED